

The Security Assistance Network

Counter Terrorism Fellowship Nomination Form User Guide

The automated submission of the CT Fellowship Nomination Form is now available on the Security Assistance Network (SAN). Use of this on-line version will improve nomination tracking by streamlining the process of informing those involved in the candidate nomination procedure. The measure of success of this automated procedure involves the cooperation of the various users, including the Security Assistance Officer (SAO), the Unified Command Counterterrorism Fellowship Program (CTFP) coordinator, the country program manager (CPM) located at the MILDEP, and the CTFP coordinator(s) from the Office of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (OSD SO/LIC). The goal of this guide is to outline the steps necessary to complete the nomination process on the SAN.

The SAN will allow interested parties to quickly check the status of a CTFP nomination or a country CTFP program. While not required for nominating a candidate for CTFP funded programs, use of the SAN will speed up processing and eliminate many of the common problems that can lead to delays in sending students to school. When use of the SAN for CTFP nominations is impractical, the Word document version of the nomination form should be used.

What is the SAN?

The SAN is a database warehouse that contains international military student data from all the services. Other information stored on the SAN includes the material articles of services listing (MASL), student statuses from the IMSO at the training activity, and activity information. Information stored on the SAN is shared with the desktop application known as the Training Management System (TMS), the application that SAO's use to manage their caseload. Additionally, international military student officers (IMSO) access the SAN via the Internet to update student status and activity information. This feature, known as IMSOweb, has been available to IMSO's since 2002.

The success of IMSOweb has led to the creation of SAOweb. SAOweb compliments TMS by making many of TMS's features available directly on the Internet. SAOweb is the tool on the SAN used to submit the *CTFP Candidate Nomination Form*. IMSOweb and SAOweb are part of the SAN <https://san.osd.mil/san/login>. Information contained in the SAOweb can be viewed on-line over the Internet from any PC.

This guide will provide the reader with information on how to submit the CTFP nomination form electronically. Users are also encouraged to explore the many other functions on SAOweb. Through these features, users can easily access student information, view/upload student photos, review IMSO generated student status, and find activity POC information.

What is the nomination form process?

The CTFP candidate nomination form process has 3 steps in SAOweb.

- **Step 1: The SAO.** The SAO identifies a CTFP candidate, completes the on-line nomination form with the curriculum/biographical data attachment, and electronically submits the package for review by the Unified Command. Any errors detected in the in the report must be corrected before the form will be forwarded successfully. **Please note that the deadline for submission of a nominee for a course is no later than two weeks prior to the student departure date. If you submit a candidate who falls within this two week time window, you should contact your Unified Command CTFP POC immediately to ensure that your candidate can still be processed.**

- **Step 2: The Unified Command.** After a SAO successfully completes and submits a CTFP nomination form, the SAN automatically sends a notification email to Unified Command

CTFP coordinator. Candidate packages are reviewed by the Commands and approved and forwarded to OSD/SO/LIC for further action or disapproved and returned to the SAO.

- **Step 3: OASD SO/LIC.** Once the Command has approved the nominee package electronically, SAN will automatically send an email to the OASD SO/LIC CTFP coordinator(s) for action. Nomination packages are coordinated within the Pentagon for final policy and funding approval or disapproval. When approved, the CPM is informed via a SAN generated email to ready the nominee ITO.


To summarize: The SAO must initiate the action, after which the Unified Command approves the SAO's submittal, and finally the CTFP coordinator approves the nominee. Each approval step of the process signals the SAN to generate email to inform all of the players involved in the process.

Any interested, authorized party can check candidate status in real time by accessing the SAN.

How do I accomplish this on the SAN?

The following applies to SAO's, Unified Command personnel, and CTFP users. Each user must have a valid/active SAN user account. If you are not sure of your account status please contact your group administrator.

The first step is to use your web browser to log on to the SAN at <https://san.osd.mil/san/login/>, then click 'continue', then click 'Training', then click 'IMSO and SAO Training Web'. You are now on the SAOweb. Please note the menu on the left with options like 'User Info', 'SAO Options', and 'ICON Legend'. This menu is always with you unless you click on an option that is opened in a new window.

To find a CTFP student, click 'Find CTFP Students' and you see the students that you can submit a nomination package for. Please note under the 'Action' column the post-it  ICON. This ICON shows you at a glance the status of the student in question. Below is a brief description of each post-it ICON (also seen under the ICON legend).



CTFP Student – no SAO action has been taken on this student.



CTFP SAO Pending – SAO has started action on this nominee, but has not completed the action.



CTFP SAO App – SAO has officially submitted this nominee.



CTFP Unified App – UNIFIED CTFP coordinator has approved nominee.



CTFP Funded – CTFP coordinator has approved nominee.

Clicking on the ICON will bring up a new page with the entire nomination form. The form is exactly like the hard-copy form, and the rules that guide the use of the hard-copy form apply to the electronic form.

Are you a SAO?

As a SAO you must complete/answer every question on the page before the nomination form is considered complete and transmittable to the Command. Note also, that some of the

form's questions with a "Yes/No" response check box require a "Yes" answer before the form can be processed further.

Towards the bottom of the nomination form screen you have the option to upload a file – for example, the student's biographical form. *You can upload only 1 file – uploading any additional files will overwrite the previous one.* Should you have more than one file to upload, you may ZIP the files together and upload the one ZIP file.

Submitting the Nomination Package for Review: When you have completed the nomination packet and double checked all information for accuracy, click "Yes" for 'Final Submittal'. At this point, the SAN automatically sends an email to your UNIFIED CTFP coordinator for action. The CPM and CTFP coordinator are info'ed in the same email. If you still have missing or incomplete data, or are not ready to submit the package for Command review, leave as "No". By checking "no" SAN will not generate an automatic email and the nomination form will not be forwarded; however, you can return to this nomination form at a later time for completion and submittal. **Please note that if you submit a nomination form where the candidate is to start a program in less than two weeks, you must contact the Unified Command CTFP coordinator as soon as possible to discuss any additional coordination procedures required.**

Are you a UNIFIED CTFP coordinator?

As a UNIFIED CTFP coordinator you can review the same information as the SAO. However, you are required to review the nomination packet only after you receive an email from the SAN alerting you that an SAO has completed a CTFP nomination packet and that it is ready for your review. Remember, you do not initiate the nomination process action.

After reviewing the nomination packet you may approve the candidate for further processing and enter any brief remarks you may have. **Please note that if you receive a nomination form where the candidate is to start a program in less than two weeks, you should contact OASD SO/LIC as soon as possible for special coordination procedures.** Once you have checked the nomination packet for completeness and have approved the candidate, your electronic approval automatically generates email to the SO/LIC CTFP coordinator for action. The CPM and SAO are info'ed in the same email.

Are you a CTFP coordinator?

As a SO/LIC CTFP coordinator you can review all of the nomination packet information. The nomination package is ready for final policy review only after you receive an email stating that the UNIFIED CTFP coordinator has approved the package and it is ready for consideration. Remember, you do not initiate the action. After reviewing the final nomination materials you may approve the candidate and add any additional comments for distribution. Your approval automatically generates email to the CPM to ready the ITO. The UNIFIED CTFP coordinator and SAO are info'ed in the same email. The CTFP coordinator can review only those nomination packages pending action and can generate a hard copy word document of all materials at this time.

Closing notes.

Some general notes. When a SAN generated email is sent, it contains partial student information for all to see; the entire nomination form is not sent in the email. Also, when you send an email you are always included in the "cc" address line so you have a copy for your files of what was sent.

As a SAO, you can still retrieve a nominee form to update information even after you have submitted the package as 'final'.

All SAN users are assigned a 'role type' as a way to determine who the CPM's, SAO's, and UNIFIED CTFP coordinators are.

Learning how to use the SAN to nominate CTFP candidates is your first step in streamlining the process and eliminating many of the possibilities for mistakes or confusion in the CTFP process.

We hope this guide is useful in helping you use the SAOweb for the CT Fellowship Nomination form.